

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on January 18, 2018 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

**PRESENT:** DAVID RUNNING, KAYLA JACOBSON YING LACOURT, BOB NIELSEN, HECTOR RODRIGUEZ, JOHN VAN DYCK, and JOHN VANDER LEEST

**EXCUSED:** MARISSA MELI, STEVE TERRIEN

**ALSO PRESENT:** Brian Simons, Curt Beyler, Sue Lagerman, and Emily Rogers (staff). Bill Meindl (Green Bay Development News)

**CALL TO ORDER** Vice President Running called the meeting to order at 5:20 p.m.

**APPROVE AGENDA AND MINUTES** Motion by Vander Leest, seconded by Nielsen, to approve the agenda. Motion by Vander Leest, seconded by Nielsen, to approve the minutes. Motion carried.

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.

**ANNUAL ELECTION OF OFFICERS** Running called for nominations. Vander Leest nominated Van Dyck for president. No other nominations were brought to the floor. Motion by Vander Leest, seconded by Jacobson to close the floor. Motion carried. President Van Dyck nominated Vander Leest for vice president. Running nominated Meli. Nielsen nominated Running. Running declined. Motion by Running, seconded by Jacobson, to close the floor. Motion carried. A hand count vote was taken. Vander Leest received the majority (five) of votes.

Nominations of the Secretary and Financial Secretary positions are postponed until additional information on the necessity of those positions can be determined. Are they needed? Can they be named something different – like Personnel Chair – and still be an officer? It was suggested that appointments of these positions be deferred to the February meeting. Rodriguez suggested a 5-10 minute presentation of the Board by-law so the board has a better understanding of them. Motion by LaCourt, seconded by Vander Leest, to defer the elections of Secretary and Financial Secretary to the February Board meeting. Motion carried.

Van Dyck thanked Running for his service as President and complimented on the presentation of the Library Board packet.

### **LIBRARY BUSINESS**

**A. Finance Report, Bills and Donations** Simons presented on behalf of Parmer. Motion by Running, seconded by Jacobson to approve the November financial statements and the November, 2017 Gifts, Grants and Donations report as follows:

#### **Brown County Library Gifts, Grants & Donations Report November 2017**

##### **Gifts & Donations**

11/08/17	Brown County Community Women	15.20	Mary Johnson Memorial Book
11/15/17	Ed Copeland	300.00	Local History & Genealogy Division
11/15/17	Friends of the Brown County Library	250.00	Fox Valley Community Foundation Grant for LHG
11/15/17	Friends of the Brown County Library	44.48	Every Child Ready to Read/Prizes for 1000B4K
11/21/17	Karen Brienzo	100.00	Carol Mathews Memorial
11/21/17	Branch Buddies	1,618.51	Reimbursement
11/29/17	Friends of the Brown County Library	85.20	Reimbursement
11/29/17	Friends of the Brown County Library	10,000.00	Stacks & Steeples
11/01/17	Ashwaubenon	31.09	Donation Box
11/01/17	Bookmobile	9.35	Donation Box
11/01/17	East	16.88	Donation Box
11/01/17	Weyers/Hilliard	42.03	Donation Box
11/01/17	Customer Service	-	Donation Box
11/01/17	Kress	14.48	Donation Box

11/01/17	Pulaski	12.00	Donation Box
11/01/17	Southwest	23.88	Donation Box
11/01/17	Wrightstown	-	Donation Box
	<b>Total Donations</b>	<b>\$ 12,563.10</b>	

**Motion carried.**

Van Dyck would ask of Parmer for a summary report/narrative at board meetings.

**B. Discussion and Possible Action Regarding ½% Sales Tax** Included in packet was a cash flow timing spreadsheet that illustrates when to expect disbursement - \$250,000 in May and \$750,000 in November. Simons talked to Weininger and was told it is likely that if more tax is collected than expected, the remaining \$200,000 projected for 2024 will come in sooner. If it comes in faster, will see it in 2018 or 2020. It's a possibility that up to \$2,000,000 would be attained sooner. Vander Leest, projecting that the East Branch would cost about \$3,000,000 – 4,000,000, suggested taking care of it first since it is a priority. Running asked what happens after 6 years and a project is not complete. Simons thinks the monies get placed in a fund for renovation or construction. VanDyck concurred. The disbursement schedule is fluid. Simons advocated for deciding a priority list of projects.

**Motion** by Vander Leest, seconded by Running, to affirm the board's commitment to and that their preference remains that the East Branch is the first priority but other projects will be taken into consideration as/if they arise and are presented to the Board. **Motion carried.** Rules suspended to open the floor. Meindl asked if East is first does that put Pulaski behind. Van Dyck explained that there have to be options to take advantage of opportunities that arise. Right now, from the County Board perspective, the sales tax is one big flow of money, and, as projects get real, it will be redefined.

## **FACILITIES**

**A. Facilities Report** Simons talked to Chad Weininger about performance contract where an energy firm conducts an audit, the library would pick and choose what projects to pursue, and the firm would conduct projects and guarantee savings. Savings pay for cost of project improvements. Nexus Company and the county are piloting this process with the ADRC, and will roll out to other departments if feasible.

## **B. Capital Projects and Facilities**

**1. Discussion and Possible Action Regarding Pulaski Library Printery Building Funding** Budget adjustment request was unanimously turned into a resolution at County Board meeting last night. Simons spoke with Gorman Co. today. Former estimate was \$660,000 (two years old) Simons received updated ballpark figures. All in (including A&E FF&E) is about \$200 per sq. ft. Three funding options were distributed. Library has some money set aside for furniture from past project. Also would approach Foundation for FF&E. FBCL may also contribute. Actuals can't be determined until there are actual drawings.

Option 1: \$1.2M with \$125,000 generated from the sales tax. Option 2: \$1.2M but more dollars from sales tax (\$190,000) and less fund raised by Pulaski. Option 3: Does not include any sales tax, tax credits, donations, etc. The library would not be involved if this as the scenario. A decision on if the library is in or not is needed by Gorman and the Franciscans by December 2018. Simons would will approach HGA for their estimate. The Board will need to decide the parameters of the funding.

Vander Leest, having been part of past discussions with consultant, would like numbers reviewed since the numbers are almost doubled. Secondly, communities can use TIF dollars to support projects. Pulaski needs time to fundraise. Direction has to be given sooner rather than later. Simons noted that, while Gorman and Franciscans need commitment, construction won't start until fourth quarter of 2019.

Jacobson commented that she thought \$660,000 was low (just construction) and adding A&E and FFE would total over \$1M. The Board needs to know what amount Gorman added for FF&E. Gorman does a lot of mixed use projects – libraries and residential. Hector asked about WHEDA. It's a tax credit (developer and owner) library would just be a tenant. LaCourt asked who will own it – Gorman. What are they contributing? Simons isn't sure but it will cost millions to renovate. What is their contribution to the library space? Part of the agreement is that the library would pay for the library's portion of renovation. Once renovated, Gorman is responsible for major upkeep and the library would be responsible for typical maintenance equipment. Gorman is paying for snow removal and lawn care in full. The library would pay for its portion of utilities. Van Dyck stated that basically, we're getting a 6,000 sq. ft. shell that we're borrowing. Apartments will be a mix of senior and low income (for WHEDA credits). Pulaski is busiest of rural branches and well used for the size of the community. It borders on similar use of Southwest branch. Vander Leest commented that for a renovation, \$200 per sq. ft. seems high and that it is more like new construction. Vander Leest suggested letting the Village of Pulaski know this new information as it requires a significant commitment. We need a response soon to know if they want this kind of project.

Simons will call Gorman back and ask about amount of F&FE that is included. He will also contact HGA and ask them their estimate and then craft letter (sent from Library Board) to Pulaski. Simons and Beyler will determine detail on F&FE since so much furniture

has been ordered recently. Nielsen agrees that HGA would be a good validation. Van Dyck agreed that the Board should have better numbers. An update will be included on the next meeting agenda.

**2. Discussion and Possible Action Regarding East Branch Simons** reiterated that we need a location. Van Dyck asked about the RFP for a commercial realtor. Simons reported that the process is paused at County Purchasing because they have some questions and also some board members said pause. Simons would like clarification from Board on if a realtor should be involved or not. Running has brought in a realtor on other board when needed – the board has been the lead body in getting and negotiating property. We don't directly pay realtor because their fee comes out of the transaction. A buyer agent offers expertise and knowledge of market – available properties/comparables, etc. Vision for East Branch is that it is bigger, is in a similar location, and serves the need of that community (computer access and children's programming). La Court asked if the Board has access to other county professionals. In her experience, she has not worked with real estate agents but has used resources at hand. She has never worked with a non-profit who has procured an outside agent. Discussion ensued over the pros and cons of engaging the services of a realtor.

LaCourt would like to reach out to NWTC and find out their process. Her understanding is that they haven't used a realtor. Van Dyck asked if someone from NWTC attend the next Library Board meeting. Some organizations have their own departments with in-house experts. Rodriguez commented that the fiscal responsibility is huge and that communication needs to be clear and not pose a conflict of interest. Nielsen agrees that subject matter expertise needs to be part of the project. We owe it to the taxpayers to be diligent about it.

Van Dyck suggested going back and editing RFP to include a fixed price (on successful closing) for advisory to purchase land or building to accommodate a ~18,000 sq. ft. building in the East Branch area. Running commented that if a realtor only advises on property being donated, there is no payment. Seller should pay commissions. LaCourt doesn't want to get tied to someone in event it doesn't work out. The RFP can include some exclusions. Fee should be paid by seller not the board. Rodriguez stated that the board can work with many agents. Simons supports working with many agents as they would be their own competitors and the best negotiator wins. Running feels strongly that the board doesn't hire an agent until necessary. Jacobson asked if friends of the board do this. No – that would imply cronyism.

Van Dyck indicated that the struggle is with RFP. If agent brings property, negotiate and complete sale – they would get a commission from seller. If the board finds the property – they would get a flat fee for negotiation and closing. He finds this disingenuous as the agent is benefiting from sale. What are the protections that they aren't driving the price higher? LaCourt will schedule a meeting between Van Dyck, Simons, and NWTC.

Rodriguez and Vander Leest will meet/communicate with Brian to determine language for RFP.

### **C. Discussion and Possible Action Regarding Naming of Library Spaces**

**1. Harold Kaye Motion** by Vander Leest, seconded by Jacobson, to direct staff to acquire a plaque for Southwest Branch addition; not to exceed \$200. **Motion carried.**

**2. New Facilities Fundraising Update** on final fundraising numbers for Kress and Weyers-Hilliard was distributed. Percentages are a good guide but not necessarily the rule. Brian met with Pat LaViolette who indicated that fundraising now is going to be much more difficult as the landscape has changed. Founders of corporations have changed; and family foundations are run by different people or they no longer exist. Another challenge is lack of personal connections. LaViolette is collecting some contacts to share with Simons. Vander Leest commented it is easier to fundraise for a new branch but opportunities still exist. LaCourt acknowledged that fundraising can and will be difficult, she felt \$4M would be a challenge. Simons commented that expectations have to be managed.

**DISCUSSION REGARDING PERSONNEL PAY FOR PERFORMANCE** No action. Pay ranges are in line.

**DISCUSSION REGARDING DIVISION OF HUMAN RESOURCES DUTIES** Per the request of the board, Human Resources proposed a chain of communication. The consensus of the Board is to share this proposal with staff. **Motion** by Vander Leest, seconded by Running, to share with staff. **Motion carried.**

**PRESIDENT'S REPORT** None.

**LIBRARY DIRECTOR'S REPORT** in addition to report included in packet. Human Resources has approved job descriptions and staff will seek board approval in February. Human Resources is exploring possible actions for an employee who is a no call, no show. Proto is vacating third floor at the end of January. Rise and Grind has been informed of space and they are discussing it. The Shawano County adjacent county payment will be a separate line item for the February meeting.

Regarding opportunities for new properties and/or co-locations, the board needs to stay cognizant of agreements made (example - regarding collection as it relates to Salvation Army – no censorship). Van Dyck commented that a recent meeting with the Salvation

Army was about reassessing and clearing up confusion about ours and their interest. Is there something to talk about? They are in a full-blown facility study for all properties. Not in position to comment one way or the other at this time on interest in working with the library. Mid-March would be the earliest that they could comment. It was suggested that the library should reach out to them in mid-March if we don't hear from them first as some kind of feedback would be helpful.

**OLD BUSINESS** Personnel committee needs to meet. Running reminded of a salary review for Brian. A closed session for personnel matter – Executive Director's performance review and salary will take place in February. A report of Personnel committee will also be an agenda item in February.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** A closed session to discuss price of land for sale for East Branch will be scheduled for the February meeting. There are opportunities with Morgan L Martin School and Kroc Center.

**ADJOURNMENT** Motion by Vander Leest, seconded by Running, to adjourn the meeting. **Motion carried.**

Meeting adjourned at 8:06 pm.

**NEXT REGULAR MEETING:**

**February 15, 2018**

**5:15 p.m.**

**Central Library**

Respectfully submitted,  
Ying LaCourt, Library Board Secretary  
Sue Lagerman, Recording Secretary